


Table of Contents

- Some items in the Table of Contents are indicated as “updated.” This means that these policies and procedures (P&Ps) have been updated since the previous edition of *PolicySource*. These changes reflect updates in Joint Commission standards and elements of performance for nursing care center and assisted living community accreditation.
- Those items with a paper clip icon  are not P&Ps themselves but supplementary materials or attachments for a particular P&P. Not every P&P has such attachments, but that does not prohibit someone using *PolicySource* to create their own ancillary materials for any of their own P&Ps.

Introduction to PolicySource 1

Sample Policies and Procedures for Nursing Care Centers and Assisted Living Communities

Environment of Care 22

- Environment of Care Plan
- Visitor Policy
- Patient and/or Resident Elopement Procedures
- **NEW!** Workplace Violence Prevention Plan
- Smoke-Free Policy
- Hazardous Material Spill Response Procedures
- Fire Response Plan
- Fire Safety Equipment and Building Features Maintenance Policy
- Medical Equipment Failure Response Procedures
- Utility System Disruption Response Procedures
- Water Risk Management Plan
- Policy for Providing Emergency Power to Medication Dispensing Equipment
- Emergency Backup for Medication Refrigeration Policy

Emergency Management 24

- Unified and Integrated Emergency Management Plan
- **UPDATED!** Hazard Vulnerability Analysis Policy
- **UPDATED!** Emergency Operations Plan
- **UPDATED!** Emergency Communications Plan
- **UPDATED!** Emergency Response Staffing Plan
- **UPDATED!** Plan for Patient and/or Resident Care and Clinical Support During an Emergency
- **UPDATED!** Plan for Managing Safety and Security During an Emergency

- **UPDATED!** Plan for Managing Resources and Assets During an Emergency
- **UPDATED!** Plan for Managing Utilities During an Emergency
- **UPDATED!** Continuity of Operations Plan
- **UPDATED!** Disaster Recovery Plan
- **UPDATED!** Emergency Management Education and Training Policy
- **UPDATED!** Emergency Management Program Development Plan

Human Resources 27

- Procedures to Identify and Verify Staff Qualifications
- Orientation Plan
- Staff Competency Policy
- Licensed Practitioner Licensure Verification Policy for Assisted Living Communities
- Licensed Practitioner Licensure Verification Policy for Nursing Care Centers

Infection Prevention and Control 28

- Infectious Disease Outbreak Response Procedures
 - Infectious Disease Surge Response Assessment Checklist
- Health Care–Associated Infections Management Policy
- Vaccination Policy

Information Management..... 29

- Information Systems Interruption Management Plan

Leadership..... 30

- Governance Responsibility Policy
- Code of Conduct Policy
- System or Process Failure Response Procedures
- Conflict of Interest Policy
- Contracted Services Policy

Life Safety..... 31

- Interim Life Safety Measures Policy

Medication Management 32

- High-Alert and Hazardous Medication Management Policy
- Medication Control Plan
- Medication Orders Policy
- Recalled Medication Management Policy
- Medication Administration Procedures

- Self-Administered Medications Policy
- Medication Event Response Policy
 - 📎 Medication Event Incident Report
- Automatic Dispensing Cabinets Override Review Policy
- Antimicrobial Stewardship Policy

National Patient Safety Goals34

- Patient and/or Resident Identifiers Policy
- Anticoagulation Management Policy
- Medication Reconciliation Policy
- Hand Hygiene Policy
- Fall Risk Assessment and Mitigation Policy
- Pressure Injury Identification and Prevention Plan

Provision of Care, Treatment, and Services.....35

- Procedures to Determine Eligibility for Acceptance
- Initial Resident Assessment Procedures
- Initial Patient and/or Resident Assessment Procedures (ALC)
- Abuse, Neglect, and Exploitation Assessment Procedures (NCC)
- Critical Diagnostic Test Results Management Policy
- Policy for Recognizing Early Warning Signs of Change or Deterioration in a Patient and/or Resident
- Life-Threatening Emergency Response Procedures
- Restraint and Seclusion Policy
 - 📎 Restraint and Seclusion Decision Checklist

Performance Improvement37

- Performance Improvement Policy

Record of Care, Treatment, and Services38

- Clinical Record Timeliness Policy
- Clinical/Resident Record Content Policy

Rights and Responsibilities of the Individual39

- Patient and/or Resident Rights and Responsibilities Policy
- Patient and/or Resident Decision-Making Rights Policy
- Informed Consent Policy
- Investigational Medications Management Policy
- Advance Directives Policy

- Policy on Rights of Patients and/or Residents Who Work at the Organization
- Patient and/or Resident Responsibilities Policy

Waived Testing41

- Waived Testing Policy
- Waived Testing Competency Assessment Policy

Resources.....42

- General Resources
- Plan Template
- Policy and Procedures Evaluation Checklist
- Policy and Procedures Inventory Template
- Policy Template
- Procedures Template
- Protocols Template
- Required Written Documentation Chapter for *CAMALC*
- Required Written Documentation Chapter for *CAMNCC*
- Scoring Rubric to Assess P&Ps